

# JOIN OUR TEAM

## Executive Assistant to the Mayor

The Executive Assistant to the Mayor of the City of Amesbury serves as office manager for the Mayor's Office and is responsible for providing a wide array of complex, diverse, confidential, administrative and support services to the Mayor, in a highly sensitive, demanding, political and rapidly changing environment. The work of the Executive Assistant includes involvement with broad City-wide issues and interactions with other elected officials, constituents, and representatives.



**Essential Duties and Responsibilities:** *The essential functions or duties listed below are intended only as examples of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Serves as office manager for the Mayor's Office; maintains and updates calendars for the Mayor and Chief of Staff, receives and screens requests, coordinates, arranges and confirms meetings, appointments, social engagements and community/intergovernmental events.
- Oversees the communications and constituent services for the Mayor's Office, including receiving and screening visitors and telephone calls, responds to requests for information and resolves complaints from constituents.
- Acts as liaison between the general public, community organizations, City employees and the Mayor.
- Refers certain issues to appropriate staff members or City departments for resolution.
- Utilizes the City's website and other approved social media platforms to disseminate information to constituents.
- Oversees the preparation and typing of correspondence, memoranda, agenda items, reports, resolutions, proclamations, agreements, presentations, forms and other documents. Ensures that documents are accurate, complete and conform to the Mayor's Office standards, policies and procedures.
- Works with staff to ensure a high performance, customer service oriented, work environment that supports achieving the Mayor's objectives and service expectations.
- Supervises and manages the maintenance of office records and databases.
- Coordinates all board and commission appointments and re-appointments.
- Prepares and processes requisitions, purchase orders and accounts payable requests.
- Plans, organizes, makes and supervises logistical arrangements and serve as a host for variety of Mayor's events, such as the annual State-of-the-City address.
- Oversees the main City Hall reception area by training and scheduling volunteer greeters when applicable.
- Approves posting boards and coordination of flyers and notices in auditorium.
- Handles applications for the City's Cultural Center and coordinates City Hall gallery with Amesbury Cultural Council.
- Serves as staff liaison to the Liquor License Commission, is responsible for coordinating applications, renewals, and related paperwork.

- All other administrative duties as assigned by the Mayor.

#### **Minimum Qualifications:**

- A Bachelor Degree is required, preferably in Public or Business Administration, Political Science or closely related field, plus a minimum of at least three (3) years of increasing responsibility administrative and support experience in a public agency; or a combination of education, training and experience.

#### **Required Knowledge, Skills and Abilities**

- Knowledge of office and administrative management practices and procedures, including document and file management, principles and practices of sound business communication and City organization.
- Proficient in use of Microsoft Office, and other standard office equipment.
- Clear, effective and persuasive communications skills, both orally and in writing.
- Tact, diplomacy and discretion for dealing with sensitive and confidential situations that concern internal and external parties.
- Ability to manage multiple and rapidly changing priorities to meet the needs and expectations of the Mayor.
- Ability to represent the Mayor effectively in meetings and interactions in person, by telephone, email, and social media with a wide range of constituencies.
- Ability to establish and maintain highly effective working relationships with the Mayor, City Council members, other elected officials, committee members, department heads, staff, residents, representatives of civic and community groups, the media, the public, and others encountered in the course of performing job duties.
- Must be able to maintain a high level of customer service and confidentiality at all times.
- Must have excellent time management and multitasking skills.

**Work Environment and Physical Requirements:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

Must be able to handle varying levels of noise and activities. Standing, walking, bending, crouching, seeing, hearing, talking, carrying, climbing, and the ability to lift 20 lbs. is required.

The City of Amesbury is an Equal Opportunity Employer. The City of Amesbury does not discriminate in hiring or employment on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, age, genetic information, national origin, ancestry, disability, veteran status or membership in the armed services, marital status or any other protected category under federal or state law.

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| • Full time, 35 hours per week        | • Retirement plan                        |
| • \$25 - \$30 per hour                | • Paid time off                          |
| • Level 8 / Non-Exempt                | • Professional development opportunities |
| • Health, dental and vision insurance |  |

**To apply, please email a cover letter and resume to:**  
**Heather Worrall, Human Resources Coordinator, City of Amesbury**  
[worrallh@amesburyma.gov](mailto:worrallh@amesburyma.gov)  
**To remain posted until filled.**